

These are the bylaws for the College of Communication and Information at Florida State University. These bylaws were last approved on April 10, 2023, by a majority of the applicable voting members of the college and on April 12, 2023, by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to this college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision. These bylaws shall be reviewed every seven years by an ad hoc committee appointed by the Dean. Each School shall be offered the opportunity to be represented on the ad hoc committee. The ad hoc committee may recommend amendments to the bylaws. At any time, any six voting members of the faculty of the College as defined in II.A., with at least two from each School, may recommend an amendment to these bylaws.

Except in case of emergency as determined by the Dean or by a majority of the voting membership of the faculty of the College, amendments to the bylaws shall be circulated to the entire faculty with ten business days allowed before the voting will be closed and votes tallied. Proposed amendments shall include a brief rationale prepared by those recommending the proposals.

Voting shall be by secret ballot poll. Electronic voting is acceptable. Ballots shall be maintained for inspection for ten business days.

A simple majority of the voting members of the faculty of the College, identified in Section II.A, shall constitute a quorum. If a quorum is achieved, a majority of the faculty who submit votes shall be sufficient to adopt an amendment. If a quorum is achieved, an amendment adopted under emergency procedures identified above shall require a two-thirds vote of the members who submit votes. The Dean of the College shall withhold their ballot to break any ties. Without a quorum, an amendment is not adopted.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Communication and Information shall consist of those persons holding full-time faculty appointments in the College and/or the School of Communication, School of Communication Science & Disorders, or School of Information, at the rank of Assistant Professor, Associate

Professor, Professor, Teaching Faculty I/II/III, Research Faculty I/II/III, Instructional Specialist I/II/III, Assistant University Librarian, Associate University Librarian, University Librarian, Assistant Curator, Associate Curator, Curator, Assistant/Associate-In, Research Associate, Scholar Scientist, or University Service Professor.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Communication and Information: Adjunct, part-time, visiting, joint-appointment, and courtesy faculty whose tenure lines and/or primary appointments are in another campus unit.

C. Faculty Voting Rights. The faculty of the College enumerated in II.A have the right to participate in all College faculty deliberations and to vote.

D. Non-faculty Voting Rights. Adjunct, part-time, visiting, joint-appointment, and courtesy faculty whose tenure lines and/or primary appointments are in another campus unit shall have the right to participate in all College faculty deliberations but not the right to vote.

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Communication and Information shall consist of the voting faculty in the College, defined as full-time faculty as enumerated in II.A and II.C. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.

2. The voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. College Faculty Meetings.

2. The faculty of the College shall meet on call of the Dean of the College at least once during the academic year. The Dean may choose to include other members of the College and other interested parties such as College staff or guests of the College to attend and/or participate in such meetings.

2. Special meetings of the faculty of the College may be held on the call of the Dean or on written petition of ten percent of the voting faculty, or on the request of any standing committee of the College.

3. An agenda shall be provided at least one week before a College faculty meeting.

4. The Dean of the College shall preside. The Dean shall designate a tenured faculty member to preside if the Dean is absent.

5. A simple majority of the voting members of the faculty of the College, identified in Section II.A, shall constitute a quorum. No measure requiring a vote shall be passed through a vote in which a quorum is not achieved. Voting shall be by secret ballot poll. Electronic voting is acceptable. Ballots shall be maintained for inspection for ten business days. The Dean of the College shall withhold their ballot to break any ties. A simple majority of those faculty voting shall determine the outcome, including when electronic means are used to vote.

6. Faculty may cast a proxy vote at any meeting at which they will be absent by notifying the Dean in advance of the meeting of their intention to do so. The notification must include the name of the faculty member who will cast the proxy vote and indicate on which motions that person is authorized to cast the proxy vote.

7. The Dean of the College shall assign a person to keep minutes. Minutes shall be distributed to all members of the College within fifteen working days following each meeting of the Assembly. Distribution may be electronic and may be achieved by posting the minutes.

C. College Leadership.

The College of Communication and Information is led by the Dean of the College.

There are three academic units in the College: the School of Communication, School of Communication Science and Disorders, and the School of Information.

The Director of each School is appointed by the Dean to a term of three years. Prior to making a Director appointment, the Dean will contact the School faculty requesting recommendations and a list of one or more candidates. Each School shall establish rules and procedures for recommending to the Dean one or more candidates for their School Director position. Upon recommendation of the School faculty, a School Director may be reappointed for additional terms of up to the initial duration.

The Dean of the College may appoint Assistant Dean(s), Associate Dean(s), and/or Senior Associate Dean(s) as the Dean determines to be necessary. The Dean should attempt to have all three Schools represented in the College leadership.

The Dean shall ensure that these bylaws are followed. If the bylaws are not followed, a member or members of the faculty of the College may appeal directly to the Dean or may appeal to the Dean through another University channel such as one of the College's Associate or Assistant Deans or their School Director. This article does not preclude the faculty from asking other FSU faculty or administrators to serve as intermediaries in this capacity, if the member(s) of the faculty of the College so choose.

D. College Committees.

Three special purpose committees shall address academic and institutional needs of the College, University, and faculty.

1. Dean's Advisory Committee. The composition of the Dean's Advisory Committee shall be determined by the Dean but must include at least two (2) members of the faculty from each School. If the Dean meets regularly with a group that comprises the leadership teams of the College and the Schools together, such a group may serve as the Dean's Advisory Committee as long as at least two (2) members of the faculty from each School are included. This committee shall have primary responsibility to advise the Dean regarding planning, management, budget matters, and strategic opportunities. This committee will also advise the Dean regarding the development of College-wide vision, mission, and strategic plans.

The Dean shall schedule at least one meeting of this committee in each of the Fall and Spring semesters. The Dean should assure that remote participation is possible.

2. Promotion and Tenure Committee. Members of the College Promotion and Tenure (P&T) Committee shall be elected by secret ballot by the tenure-line faculty in their respective Schools. This Committee will consist of two tenured faculty members elected by each School. The chair of this Committee will be chosen from and by this Committee. The College Promotion and Tenure Committee shall elect the allocated number of tenured members to serve on the University Promotion and Tenure Committee. The members of the University Promotion and Tenure Committee shall be obligated to represent to the best of their abilities the will of the College Promotion and Tenure Committee majority.

The names of the members of the College Promotion and Tenure Committee who will serve in the Fall must be reported by the Schools to the Dean by April 1. The timing of the votes and the service terms of Committee members are to be determined by the Schools, as long as (a) there are always fully-formed committees in the Schools and at the College, throughout the calendar year; and (b) faculty who will be considered in the Fall of a given year for promotion and/or tenure must be informed by April 1 of that year who will serve on the School and College Committees that will vote on their promotion and/or tenure in the Fall.

No faculty member shall serve on this Committee in the year in which they are to be considered for either promotion or tenure. The spouse/partner/family member of a candidate may serve on a Committee but may not be present for, or participate in, the discussion of the binder and may not vote on the candidacy of their spouse/partner/family member. All other conflicts of interest, or even the appearance of conflicts of interest, shall be avoided.

The Director of each School presents recommendations to the College P&T Committee. Decisions of the School P&T Committees are recommendations to the respective School Director and to the College committee.

The College Promotion and Tenure Committee shall have the responsibility of voting to recommend or not to recommend candidates to the Dean of the College and to the University Promotion and Tenure Committee. The Committee shall follow procedures set by the Constitution of the Florida State University, Florida State University Faculty Handbook, and directives provided by the Vice President for Faculty Development and Advancement.

3. Academic Affairs Committee. Each School shall have two faculty representatives on the College Academic Affairs Committee. Each School shall determine the procedure by which its representatives are selected. An additional faculty member shall be appointed by the Dean of the College to serve as chair of the Committee; this faculty member may be one of the Associate/Assistant Deans or may be selected at large. Each of the schools may, by procedures satisfactory to each unit, designate a graduate student to serve as a non-voting member of the Committee.

The timing of Academic Affairs Committee member selections and the lengths of their service terms shall be determined by the Schools, but must ensure that a Committee is in place such that the annual work-year for the Academic Affairs Committee begins on the first day of the Fall academic year contract and ends on the last day of the Spring academic year contract.

This committee shall review course proposals and curriculum changes and consider other subjects referred to it by the Dean of the College or any School within the College.

If the Dean chooses to veto or alter the final recommendations of the College Academic Affairs Committee, the Dean shall provide to the Committee, and upon request to the Faculty of the College, the evidence and rationale used in making such changes.

4. Ad hoc Committees. The Dean of the College and/or the Standing Committees may create ad hoc committees as needed for special College business. These ad hoc committees shall be identified and tasked in writing.

E. Faculty Senators. The Faculty Senate begins its year with the April meeting, so the Dean shall begin the election process for Senators early in the Spring semester by notifying each School how many Senators it should elect and providing a deadline for the election. Where possible, the number of seats to be filled shall be divided evenly among the Schools. Any remaining Senate seats that cannot be divided evenly among the Schools should be distributed among the Schools on a rotating basis in a manner that minimizes any accumulated disparities in the representation from the Schools. Every effort should be made to stagger terms so that the full complement of Senators is not elected at the same time. Senators will serve for two years.

Each School shall elect its Faculty Senator(s) according to a procedure set forth in its bylaws.

F. Unit Reorganization. The faculty of the College will have input into any reorganization of the College.

IV. Degree Approval

The faculty are responsible for determining the academic requirements for the degree programs and for evaluating student progress and learning within those requirements.

The Academic Affairs staff in the College of Communication and Information Dean's office are responsible for undergraduate student graduation clearances. Staff from the School of Communication, School of Communication Science & Disorders, and School of Information are responsible for graduate student clearances.

Each semester, each office receives a list of students in the College of Communication and Information who have applied for graduation. The staff uses this list to verify which students are in the process of completing all graduation requirements in that term and notifies the Registrar's Office of each student's eligibility to remain on the graduation roster. At the end of the semester, the staff once again reviews each student's record to confirm whether the student has satisfied all graduation requirements.